

Title: DIVISION CONTROLLED ACCESS WORK AREA SECURITY	Number: D65-01-12	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 2

31 January 1997

STANDARD OPERATING PROCEDURE D65-01-12

From: D65

To: D65 Division

Subj: DIVISION "CONTROLLED ACCESS" WORK AREA SECURITY

1. Purpose. To establish control of cipher lock combinations and access to Code D65 "controlled access" work areas.

2. Scope and Application. The requirements of this SOP apply to all Division, Contractor, and Subcontractor personnel. The following policy applies to access lists and authorization for access to cipher lock combinations to the following Buildings/Doors:

- a. Building 2 - Doors 6 and inside south access door (Digital Comm and ESM)
- b. Building 4 - Door 26 and inside North access to clean room (Teletype/BRD-7/VERDIN/WSC-3)
- c. Building 92, Naval Station - CRF

3. Policy. The following policy will be adhered to by all Division personnel:

a. Access lists will be maintained and posted for all areas identified in paragraph 2. These access lists will be approved by the Commanding Officer, NRaD, and updated semi-annually.

b. A sign-in log book will be maintained in each area.

c. Access to cipher lock combinations for all doors/accesses identified in paragraphs 2 is only authorized by the Commanding Officer. Cipher lock combinations will only be given to personnel listed on the access list.

d. All other personnel that require admittance to the work area will be required to sign in on the work area Visitor Entry Log upon entry, unless they are on the approved access list. Visitors will be escorted at all times.

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4. Responsibilities. Responsibilities for implementation of and adherence to this SOP is the responsibility of all Division personnel. The Branch Heads are primarily responsible for determining individual access needs for assigned personnel.

5. Administration. Cipher lock combinations to “controlled area” access doors/gates are to be treated as sensitive information. Compromise of these combinations to unauthorized personnel constitutes a security violation which will require combinations to be changed. Disciplinary action will be taken against violators.

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